

**CENTRAL COAST REGIONAL WATER QUALITY CONTROL BOARD  
895 AEROVISTA PLACE, SUITE 101, SAN LUIS OBISPO, CA 93401**

**Associate Information Systems Analyst (Specialist)**

The Central Coast Regional Water Quality Control Board is recruiting for an Associate Information Systems Analyst (Specialist). The Board is a state agency with responsibility for protecting and restoring the quality of surface and underground waters in the central coast area.

Under the general supervision of the Administrative Services Staff Services Manager the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.

**DUTIES:** Provide Information Systems (IS) support to an office staff of approximately 72 technical and administrative professionals. Responsible for data management; performing program functions; doing other related duties in support of systems and machine operations of an information technology system. Facilitating system utilization, communicating on a regular basis with system users. Operates all components of the information technology system and peripheral equipment. Requesting service on equipment as needed. Performs a variety of duties supporting information technology systems; such as providing user support in methods of system use in producing work more effectively and efficiently; installing new software and software upgrades on stand alone microcomputers and performing other related duties supporting information systems. Provide printer and network support, system security, file system management and video conferencing support. Perform system backup and maintenance of tape library.

**DESIRABLE QUALIFICATIONS:** Eighteen months of progressively responsible analytical experience in performing a variety of information technology systems analysis, design and development. Experienced in installation, implementation, and technical support duties in connection with information technology systems. Must be able to perform a wide range of technical duties in support of an information technology system.

The incumbent will represent the region in the statewide Information Technology Steering Committee and in establishing desktop standards. The incumbent will maintain a help-desk and work cooperatively with staff, responding to customer requests for upgrade or replacement of software and hardware, and for trouble shooting of desktop and laptop systems malfunctions.

To accomplish responsibilities of this position, incumbent must possess strong customer service skills and a teamwork spirit. Incumbent must be able to work on multiple and competing task, have good prioritization skills, and be effective in communicating issues and solutions to non-IS staff. The incumbent must be able to work independently on both routine/standard, and complex technical duties.

**Applicants must be on current State Associate Information Systems Analyst list or be able to transfer laterally into this position.**

**Permanent, full-time. Final filing date: Until filled Submit a resume and standard application to the above address, ATTN: Cyndee Jones, Staff Services Manager, Questions should be directed to Cyndee Jones at (805) 549-3372 or CALNET 629-3372.**